



Employment Application

Boys and Girls Clubs of South Puget Sound (BGCSPS) is a drug free and violence free workplace. All successful candidates will be screened for controlled substances and criminal convictions.

Boys and Girls Clubs of South Puget Sound is an equal opportunity employer and does not unlawfully discriminate on the basis of race, color, creed, religion, ancestry, age, sex, national origin, disability status, or veteran status or any other basis prohibited by Federal, State or Local law. Please let us know if you need accommodations in order to participate in the application process.

PERSONAL:

Name _____ Date _____
Last First Middle

Address _____
Number & Street City State Zip Code

Position Applying for _____ Location/Branch _____ Full Time ___ Part Time ___

Date Available _____ Salary/Hourly Rate Desired _____ per _____ Contact Number _____

Social Security Number _____ How did you hear about this job? _____

Are you legally eligible for employment in the United States? Yes ___ No ___ Are you over 18 years old? Yes ___ No ___
 (If offered employment, you will be required to provide documentation to verify eligibility.)

Have you ever worked for Boys and Girls Clubs of South Puget Sound before? Yes
 No
 If "YES", please list location/branch and date(s): _____

Have you ever worked for **any** Boys and Girls Clubs organization: Yes
 No
 If "YES", please list location/branch and date(s): _____

Do you have any relatives employed by Boys and Girls Clubs of South Puget Sound? Yes
 No
 If "YES", give their name(s) relationship and location/branch: _____

Have you ever been discharged or forced to resign from any employment? If "YES", explain fully: Yes
 No

Have you ever been convicted of or plead "no contest to" a criminal offense of any type or level (i.e., felony or misdemeanor) or been released from prison within the past ten (10) years? (A "Yes" answer to this question will not necessarily bar an applicant from employment.) Yes
 No
 If "YES", explain fully (such as nature of offense, date, court and disposition): _____

Have you ever been employed under a different name? Yes
 No
 If "YES", please list all previous names: _____

EDUCATION INFORMATION (Including Military Service):

School	Name & Address	Number of Years Completed	Graduated Yes/No	Degree/Certificate
High School				
College				
Post Graduate				
Business / Trade / Other				
Military Service		Branch of Service	Years in Service	

Are you a member of the Boys and Girls Clubs of America Academy? Yes No

If "YES", what professional level? _____

Are you a member of the Boys and Girls Clubs of America Professional Association? Yes No

Do you have any of the following:

Food Handlers Permit: Yes No CPR Certified: Yes No First Aid Certified: Yes No

HIV Training: Yes No Early Childhood Education credits: Yes No If "YES", how many credits? _____

STARS Training: Yes No If "YES", list trainings (attach additional sheet if necessary): _____

Please list any other training, skills or experience you feel qualifies you for the position you are seeking:

Please list any professional memberships you feel qualifies you for the position you are seeking. (You do not need to disclose memberships in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

EMPLOYMENT INFORMATION:

Please list all past employment within the last **10 years**. List your most recent employment first and continue with all past employment. Attach additional sheets if necessary and resume if available.

From: Month / Year ____ / ____ To: Month / Year ____ / ____	Employer: _____ Address: _____ Supervisor: _____ Phone: _____ May we contact: Yes <input type="checkbox"/> No <input type="checkbox"/> Last Salary : _____ Reason for leaving: _____	Job Title: _____ Describe your duties: _____ _____ _____
From: Month / Year ____ / ____ To: Month / Year ____ / ____	Employer: _____ Address: _____ Supervisor: _____ Phone: _____ May we contact: Yes <input type="checkbox"/> No <input type="checkbox"/> Last Salary : _____ Reason for leaving: _____	Job Title: _____ Describe your duties: _____ _____ _____
From: Month / Year ____ / ____ To: Month / Year ____ / ____	Employer: _____ Address: _____ Supervisor: _____ Phone: _____ May we contact: Yes <input type="checkbox"/> No <input type="checkbox"/> Last Salary : _____ Reason for leaving: _____	Job Title: _____ Describe your duties: _____ _____ _____
From: Month / Year ____ / ____ To: Month / Year ____ / ____	Employer: _____ Address: _____ Supervisor: _____ Phone: _____ May we contact: Yes <input type="checkbox"/> No <input type="checkbox"/> Last Salary : _____ Reason for leaving: _____	Job Title: _____ Describe your duties: _____ _____ _____

Please list three persons who are not related to you who can provide references:

_____ Name	_____ Phone	_____ Relationship	_____ Years Known
_____ Name	_____ Phone	_____ Relationship	_____ Years Known
_____ Name	_____ Phone	_____ Relationship	_____ Years Known

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents may result in denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the Boys and Girls Clubs of South Puget Sound (hereinafter referred to as BGCSPS) that such employment with BGCSPS is at will, for no specified duration and may be terminated by either BGCSPS or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of BGCSPS or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of BGCSPS except the President & CEO has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President & CEO of BGCSPS.

In consideration for employment with BGCSPS, if employed, I agree to conform to the rules, regulations, policies and procedures of BGCSPS at all times and understand that such obedience is a condition of employment. I understand that due to the nature of BGCSPS business, attendance and punctuality are considered essential requirements of every job at BGCSPS and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with BGCSPS, I may be required to submit to a pre-employment drug screening and criminal background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize BGCSPS to solicit information regarding my education, court records and previous employment, and to contact any and all references I have given on my application. I further authorize any and all school, former employers, references, courts and others who have information about me to provide such information to BGCSPS and/or any of its representatives or agents. I hereby release all parties and persons connected with any such request for information from all claims, liabilities and damages for any reason arising out of the furnishing of such information. If employed, I release the BGCSPS from any liability for future references it may provide regarding my work history with the BGCSPS.

I understand that this application is considered current only for the position for which I have applied for and stated on the first page of this application. If I wish to be considered for employment for another position I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENT.

Date

Signature of Applicant